



Shire of
Katanning
Heart of the Great Southern

‘Katanning is a safe, sustainable and prosperous community.
We respect and celebrate our diverse culture.’

**MINUTES OF THE
ORDINARY COUNCIL MEETING**

Dear Council Member

Minutes of the Ordinary Council Meeting of the Shire of Katanning held on
Wednesday 26 February in the Shire of Katanning’s Council Chamber,
52 Austral Terrace, Katanning.

DISCLAIMER

Any applicant or members of the public is advised to wait for written advice from the Council
before taking any action on an application or a Council decision.

PRESIDING MEMBER _____

DATE SIGNED _____



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PLEASE NOTE:

Council Meetings are recorded for accuracy of minute taking.

1. DECLARATION OF OPENING/ ACKNOWLEDGEMENT OF COUNTRY

The Presiding Member declared the meeting open at 6:00pm.

Acknowledgement of Country

The Shire of Katanning acknowledges the Goreng Noongar people as the traditional custodians of the land that we live and work on. We recognise their cultural heritage, beliefs, and continuing relationship with the land and pay our respects to Elders past and present.

2. RECORD OF ATTENDANCE**PRESENT**

Presiding Member: Cr Kristy D'Aprile - President

Members: Cr Liz Guidera – Deputy President
Cr John Goodheart
Cr Matt Collis
Cr Ian Hanna
Cr Paul Totino
Cr Michelle Salter

Council Officers: David Blurton, Executive Manager Corporate Services
Graham Barnes, General Manager Operations
Denise Gallanagh-Wood, Executive Manager Community Development
Taryn Human, Executive Assistant to CEO
Karl Hirshman, IT Officer

Gallery: Sarah Taylor
Adelle Andrews

Media: Nil.

Apologies: Peter Klein, Chief Executive Officer

Leave of Absence:

3. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

I would like to officially welcome everyone to tonight's Council meeting.

Tonight is quite a milestone in that we do business at the Shire of Katanning. Amendments to the Local Government Act through recent reforms require us to record and publish proceedings of our council meetings. This change is intended to make changes to make council meetings more transparent by ensuring records are easily available of our proceeding. We welcome the opportunity for greater transparency and accountability in the decision-making process of this council and my hope is it that allows for a great understanding of our roles and responsibilities of local government within this community. We might experience a few teething issues tonight but I'm sure we will get used to the process and in that vein I would like to extend my gratitude and fond farewell to Karl Hirschmann who is the ICT coordinator that you Karl for assisting us in the implementation of the new recording requirements and we wish you the very best in our new adventure.

4. RESPONSE TO PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

5. DISCLOSURE OF FINANCIAL/IMPARTIALITY INTERESTS

Nil.

6. PUBLIC QUESTION/STATEMENT TIME**Sarah Taylor Statement**

Sarah Taylor, the Coordinator for Smart Start, thanked the Shire for its support over the past 20 years. She shared that they assist three playgroups from ages 0-4 and have 237 children registered in the area but are struggling to find volunteers. Additionally, she mentioned receiving financial support from six local Shires and is now requesting further financial assistance from the Shire of Katanning.

Cr Kristy D'Aprile Response

Cr D'Aprile expressed that she was unaware of how many children Smart Start accommodates and thanked Sarah Taylor for sharing information about the work they do.

Cr Liz Guidera Response

Cr Liz Guider asked who the main sponsor was for a Smart Start?

Sarah Taylor Response

Sarah Taylor responded that their main sponsor is Amity Health.

Cr Kristy D'Aprile Response

Cr D'Aprile thanked Sarah Taylor once again for taking the time to speak with the Council.

7. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

8. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil.

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**9.1 Special Council Meeting – Thursday 23 January 2025**
(SEE ATTACHED MINUTES)**Voting Requirement:** Simple Majority**MOVED: CR IAN HANNA****SECONDED: CR MATT COLLIS****OC04/25 That the minutes of the Special Council Meeting held on Thursday 23 January 2025 are confirmed as a true record of proceedings.**

CARRIED: 7/0

FOR: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR PAUL TOTINO, CR
MICHELLE SALTER, CR IAN HANNA, CR MATT COLLIS
AGAINST: NIL.**9.2 Audit & Risk Committee Meeting – 19 February 2025**
(SEE ATTACHED MINUTES)**Voting Requirement:** Simple Majority**MOVED: CR PAUL TOTINO****SECONDED: CR IAN HANNA****OC05/25 That the minutes of the Audit & Risk Committee Meeting held on Wednesday 19 February 2025 are confirmed as a true record of proceedings.**

CARRIED: 7/0

FOR: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR PAUL TOTINO, CR
MICHELLE SALTER, CR IAN HANNA, CR MATT COLLIS
AGAINST: NIL.

10. REPORTS OF COMMITTEES AND OFFICERS

10.1 GENERAL MANAGER OPERATIONS

10.1.1 Asset Management Policy (ATTACHMENT)

File Ref: GV.PO.1
Reporting Officer: Graham Barnes, General Manager Operations
Date Report Prepared: 3 February 2025

Issue:

Amend the current Asset Management Policy for the Shire of Katanning.

Body/Background:

The Shire of Katanning is an asset-intensive organisation that has developed a:

- Shire of Katanning Strategic Community Plan (2022-2032)
- Corporate Business Plan (2023-2027)
- Long Term Financial Plan (2021-2031)

An Asset Management system is required to support the development of these key business elements and to demonstrate compliance with:

- Local Government Act 1995 – Sect 5.56. *Planning for the Future (1) A local government is to plan for the future of the district. (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district*
- The WA Government’s Strategic Asset Management Framework – Policy. The purpose of which states:
“Under the SAMF, public sector bodies must ensure that their infrastructure investment decision-making is integrated with their corporate planning and that assets are well managed throughout their life cycle, with an emphasis on the effective maintenance of existing assets.

Public sector bodies must ensure that their asset portfolio is assessed regularly against strategic requirements and that any assets that are under-performing or surplus to operating requirements are disposed of efficiently.” (Pp2)

Other key drivers for the formulation of an updated Asset Management policy include:

- a) Shire of Katanning’s Asset Management Policy (established 2018 & amended 2022) does not include specific information relevant to commitments and outputs and the stated objectives are vague and difficult to measure
- b) That the Policy is not enacted in practice
- c) Current Asset Management approach is immature with two of the three Key Performance Indicators demonstrate that financial sustainability is deteriorating:
 - a. Asset Consumption Ratio = 0.33 (Benchmark is 0.5) indicating that asset deterioration is out-pacing maintenance investment, and

- b. Asset Sustainability Ratio = 0.4 (Benchmark is 0.9) which reconfirms that investment in the existing asset base is below requirements and has been since 2020.

Officer's Comment:

The acceptance of the updated Asset Management Policy is the first step in establishing an Asset Management Framework that will guide improvements in Council's asset management service.

Key policy improvements include:

- A Purpose Statement and a Policy Scope (with specific reference to the establishment of an Asset Management Framework)
- Expansion and explanation of key policy objectives
- More comprehensive Commitments Statement
- Clear articulation of outputs (deliverables) from the Asset Management Policy and process moving forward
- Specific reference to the Local Government Act 1995
- Specific reference to the Strategic Asset Management Framework – Policy. Government of Western Australia 2024

The effective management of assets is crucial to the sustainable delivery of local government services. Assets need to serve the community in alignment with the Strategic Community Plan and the Corporate Business Plan. The Shire of Katanning holds a large portfolio of long-lived assets, so it is critical to plan and prioritise the maintenance, renewal and replacement of existing assets and the acquisition of new assets.

Integrated Planning and Reporting (IPR) Guidelines note that there are three core asset planning outputs – asset management policy, asset management strategy and asset management plans. The amended policy sets the standard for an improved asset management process moving forward.

The amended asset management policy is the first document in the development of a document set for the Shire of Katanning and its purpose is to articulate Council's objectives and targets in relation to asset management.

Statutory Environment:

Local Government Act 1995 – Sect 5.56. *Planning for the Future*

Strategic Asset Management Framework – Policy. Government of Western Australia 2024.

Policy Implications:

The amended Asset Management Policy will be added to the Council Policy Register and continue to be reviewed every two years. The policy will underpin the creation of an effective asset management framework and process

Financial Implications:

There is no cost implication in adopting an amended Asset Management Policy. However, the implementation of an effective asset management process will require strategic changes to the organisational structure

Risk Implications:

There are no inherent risks with the adoption of the amended Asset Management Policy. The perceived level of risk is “Low”.

Strategic Implications:

Alignment to the:

- Shire of Katanning Strategic Community Plan (2022-2032)
- Shire of Katanning Corporate Business Plan (203-2027)
- Shire of Katanning Long-term Financial plan (2021-2031)

Shire of Katanning Strategic Community Plan 2022 - 2032

Focus Area	Leadership
Aspiration	Katanning is an inclusive and respectful community.
Objective	To facilitate diversity and representation within the decision-making process.

Voting Requirement: Simple Majority

Officer’s Recommendation/Council Motion:

MOVED: CR JOHN GOODHEART

SECONDED: CR MICHELLE SALTER

OC06/25 That Council adopts the amended Asset Management Policy.

CARRIED: 7/0

FOR: CR KRISTY D’APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR PAUL TOTINO, CR
MICHELLE SALTER, CR IAN HANNA, CR MATT COLLIS

AGAINST: NIL.

Cr John Goodheart spoke for the motion.

Cr Liz Guidera spoke for the motion.

10.2 EXECUTIVE MANAGER CORPORATE SERVICES

10.2.1 Schedule of Accounts – December 2024 (ATTACHMENT)

File Ref: FM.FI.4
Reporting Officer: Patrick Kennedy, Manager Finance
Date Report Prepared: 09 January 2025
Disclosure of Interest: No Interest to disclose.

Issue:

To receive the Schedule of Accounts Paid for the period ending 31 December 2024.

Body/Background:

This information is provided to Council monthly in accordance with provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*. A Local Government is to develop procedures for the authorisation and payment of accounts to ensure that there is effective security for which money or other benefits may be obtained.

Below is a summary of the payments made for the financial year:

Month	Cheques 2024/25	EFT Payments 2024/25	Direct Debits 2024/25	Credit Card 2024/25	Payroll 2024/25	Total Payments 2024/25
July	\$4,136.00	\$684,927.78	\$124,124.10	\$5,494.87	\$242,598.67	\$1,061,281.42
August	\$218.00	\$682,403.96	\$130,875.64	\$11,493.47	\$354,282.34	\$1,179,273.41
September	\$848.25	\$706,783.05	\$78,163.61	\$6,702.68	\$230,693.76	\$1,023,191.35
October	\$865.95	\$1,061,303.44	\$98,988.32	\$6,238.29	\$252,178.79	\$1,419,574.79
November	\$192.00	\$592,465.43	\$248,860.46	\$5,913.72	\$262,613.19	\$1,110,044.80
December	\$39,174.29	\$1,479,775.43	\$106,450.56	\$10,647.26	\$256,017.46	\$1,892,065.00
January						
February						
March						
April						
May						
June						
Total	\$45,434.49	\$5,207,659.09	\$787,462.69	\$46,490.29	\$1,598,384.21	\$7,685,430.77

Officer's Comment:

The schedule of accounts for the month of December 2024 is attached.

Statutory Environment:

Local Government Act 1995.

6.8. Expenditure from municipal fund not included in Annual Budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or

(b) is authorised in advance by resolution*; or

(c) is authorised in advance by the mayor or president in an emergency.

* Absolute majority required.

Policy Implications:

There are no direct policy implications in relation to this item.

Financial Implications:

Expenditure in accordance with s6.8 (1) (a) of the Local Government Act 1995.

Risk Implications:

This item has been evaluated against the Shire of Katanning's Risk Assessment and Acceptance Criteria. The perceived level of risk is considered to be "Low" risk and can be managed by routine procedures and with current resources.

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 - 2032

Focus Area Leadership

Aspiration Katanning is an inclusive and respectful community.

Objective To ensure that Shire resources are utilised in a manner that represents the best interest of the whole community.

Voting Requirement: Simple Majority.

Officer's Recommendation/Council Motion:

MOVED: CR MATT COLLIS

SECONDED: CR MICHELLE SALTER

OC07/25 That Council endorses the Schedule of Accounts as presented, being EFT payments 38884 - 39051 totalling \$1,479,775.43, Cheques 42492-42495 totalling \$39,174.29, Payroll payments totalling \$256,017.46 Direct Debit payments totalling \$106,450.56, Credit Cards (November) totalling \$10,647.26, all totalling \$1,892,065.00, authorised and paid in December 2024.

CARRIED: 7/0

FOR: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR PAUL TOTINO, CR MICHELLE SALTER, CR IAN HANNA, CR MATT COLLIS

AGAINST: NIL.

10.2.2 Schedule of Accounts – January 2025 (ATTACHMENT)

File Ref: FM.FI.4
Reporting Officer: Patrick Kennedy, Manager Finance
Date Report Prepared: 03 February 2025
Disclosure of Interest: No Interest to disclose.

Issue:

To receive the Schedule of Accounts Paid for the period ending 31 January 2025.

Body/Background:

This information is provided to Council monthly in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. A Local Government is to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for, which money or other benefits may be obtained.

Below is a summary of the payments made for the financial year:

Month	Cheques 2024/25	EFT Payments 2024/25	Direct Debits 2024/25	Credit Card 2024/25	Payroll 2024/25	Total Spend 2024/25
July	\$4,136.00	\$684,927.78	\$124,124.10	\$5,494.87	\$242,598.67	\$1,061,281.42
August	\$218.00	\$682,403.96	\$130,875.64	\$11,493.47	\$354,282.34	\$1,179,273.41
September	\$848.25	\$706,783.05	\$78,163.61	\$6,702.68	\$230,693.76	\$1,023,191.35
October	\$865.95	\$1,061,303.44	\$98,988.32	\$6,238.29	\$252,178.79	\$1,419,574.79
November	\$192.00	\$592,465.43	\$248,860.46	\$5,913.72	\$262,613.19	\$1,110,044.80
December	\$39,174.29	\$1,479,775.43	\$106,450.56	\$10,647.26	\$256,017.46	\$1,892,065.00
January	\$200.00	\$437,576.16	\$112,012.92	\$5798.91	\$370,408.74	\$925,996.73
February						
March						
April						
May						
June						
Total	\$45,634.49	\$5,645,235.25	\$899,475.61	\$52,289.20	\$1,968,792.95	\$8,611,427.50

Officer's Comment:

The schedule of accounts for the month of January 2025 is attached.

Statutory Environment:

Local Government Act 1995.

6.8. Expenditure from municipal fund not included in Annual Budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- is incurred in a financial year before the adoption of the annual budget by the local government; or
 - is authorised in advance by resolution*; or
 - is authorised in advance by the mayor or president in an emergency.

* Absolute majority required.

Policy Implications:

There are no direct policy implications in relation to this item.

Financial Implications:

Expenditure in accordance with s6.8 (1) (a) of the Local Government Act 1995.

Risk Implications:

This item has been evaluated against the Shire of Katanning's Risk Assessment and Acceptance Criteria. The perceived level of risk is considered to be "Low" risk and can be managed by routine procedures and with current resources.

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 - 2032

Focus Area Leadership

Aspiration Katanning is an inclusive and respectful community.

Objective To ensure that Shire resources are utilised in a manner that represents the best interest of the whole community.

Voting Requirement: Simple Majority.

Officer's Recommendation/Council Motion:

MOVED: CR IAN HANNA

SECONDED: CR LIZ GUIDERA

OC08/25 That Council endorses the Schedule of Accounts as presented, being EFT payments 39052 - 39170 totalling \$437,576.16, Cheques 42496-42497 totalling \$200.00, Payroll payments totalling \$370,408.74 Direct Debit payments totalling \$112,012.92, Credit Cards (December) totalling \$5,798.91, all totalling \$925,996.73, authorised and paid in January 2025.

CARRIED: 7/0

FOR: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR PAUL TOTINO, CR
MICHELLE SALTER, CR IAN HANNA, CR MATT COLLIS
AGAINST: NIL.

10.2.3 Monthly Financial Report – December 2024 (ATTACHMENT)

File Ref: FM.FI.4
Reporting Officer: David Blurton, Executive Manager Corporate Services
Report Prepared: 13 February 2025
Disclosure of Interest: No Interest to disclose

Body/Background:

This item presents the Monthly Financial Report, which contains the 'Statement of Financial Activity' for the period ending 31 December 2024.

The report includes information which meets the statutory requirements of the Local Government Act and Financial Management Regulations. Other relevant financial information is provided to Elected Members to compare finance performance of the various business functions of the Shire against adopted budgets.

Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 10% with a minimum value of \$10,000. Material variances between budgeted and actual expenditure are reported at Report 3 of the Monthly Financial Report.

Officer's Comment:

Below are the highlights for this reporting period:

Revenue from Operating Activities

- Rates levied is \$142,023 (or 2.76%) more than budget. This will decrease as the year progresses as budgeted rates figure includes an expected \$100,000 write off in rates of which only \$29,192 has been processed to date. The actual YTD figure includes an additional \$65,530 in rates attributed to A2140 – WAMMCO property. The GRV valuation for this assessment was received separately from the GRV roll and therefore treated as an interim rate through the rating process.
- Fees and charges income is \$131,222 (or 9.15%) over budget which relates to the following items
 - KLC kiosk sales, entry fees, gym fees, membership fees \$17,652 more than YTD budget
 - Refuse site disposal fees \$35,293 more than budget
 - Planning Fees \$33,291 more than budget
 - Yarding Fees \$100,901 - Katanning Saleyards are more than budget to the end of December, reflecting greater numbers of sheep being processed at the facility.
 - Property lease fees are \$15,561 more than budget relating to invoices for the last 5 years for the lease agreement between the Shire and DPIRD for the use of lot 508 Police Pools Road.
- Other revenue is \$14,454 less than expected which relates to reimbursements from shared EHO position which is yet to be invoiced.

Expenditure from Operating Activities

- Employee costs underbudget by \$179,881 reflecting savings achieved due to officer vacancies for the year to date. Now that most vacancies have been filled, this is expected to reflect in the financial statements moving forward.
- Materials and Contracts are \$425,389 below budget which mainly relates to the following items;
 - Governance and Elected Member subscriptions and memberships are \$35,686 over budget. Some incorrect expenditure has been allocated here.
 - Consultants – Elected Members \$12,606 under budget
 - other governance consultants \$12,700 underbudget
 - Consultants – administration is \$60,409 over budget however analysis shows that \$40,000 of this expenditure belongs in other accounts.
 - Software subscriptions \$12,951 under budget. This is a timing issue and full expenditure of the budget is expected by the end of financial year.
 - Integrated planning and reporting \$22,500 under budget
 - CCTV maintenance cost \$13,652 under budget
 - Consultants – Town planning are over budget by \$19,797
 - Works program – other reserves material component \$75,111 under budget
 - Debt collection legal expenses is \$42,278 under budget which is also a timing issue.
 - Community Development special projects material cost \$24,336 under budget
 - Contract Ranger Services \$10,500 over budget
 - Audit fees are \$129,798 under budget as \$82,800 was accrued to 23-24 and the audit fee has not yet been paid in 24-25
 - Tennis club resurfacing contribution \$25,000
 - Road Maintenance material component \$57,118 under budget
 - Works Program – Airport \$36,109 under budget
 - Expensed Minor asset purchase \$24,996 under budget
 - Building program – Katanning Hotel \$20,424 under budget
 - KAC contract management \$20,700 over budget
 - KAC maintenance expense \$70,635 under budget.
 - KAC consultants \$25,000 under budget
 - Fire mitigation expenses \$38,7260 under budget
 - Building Program KLC \$25,415 under budget
 - Consultants Saleyards \$22,500 under budget
 - Fuel and oil purchases \$47,053 under budget
 - Plant repairs is \$34,457 over budget and contract Mechanic \$57,800 over budget however the latter has been budgeted as part of salaries and wages.
- Depreciation Expenses are 26.65% over budget which relates to depreciation on revalued infrastructure assets revalued at 30/6/24.
- Utility Charges are \$35,652 under budget. A refund of \$18,662 has been received from Watercorp related to Amherst village.

- Insurance Expense is \$30,370 reflecting savings achieved with insurance on the Council plant fleet.
- Other expenditure is underbudget by \$42,274. The majority of this relates to suspense account deposit of \$21,572 (GL1123) which is unclaimed funds relating to the sale of lot 885 Wanke St. This amount will be paid to the public trustee in due course.
- Proceeds from capital grants, subsidies and contributions are \$2,041,189 underbudget. The following grants funds were anticipated to have been received by 31 December 2024.
 - DFES grant for BFB shed \$250,000
 - University Study hub fit out \$325,000 – with change of venue, Council are not responsible for fit out and will therefore not receive the grant funds.
 - Quartermaine Oval \$201,666. The first claim for CSRFF has been paid in January, second claim has been submitted February.
 - Roads to Recovery \$173,247. No claim can be submitted until the 23-24 Annual report is signed off by auditors, which is now complete.
 - Saleyard ear tagging equipment grant \$878,199
- Proceeds from Asset sales is above budget by \$32,234 relating to disposal of plant and equipment and land (15 Kaatanup Way)
- Payments for property, plant and equipment and infrastructure are both below budget as at the end of December 24 reflecting a delayed start to some projects or delays in invoice payment.
- Opening Surplus is \$2.576m more than anticipated, which reflects pre-payment of 75% of Federal Assistance Grants on 28 June 2024 of \$2.517m. This will be adjusted during the mid-year budget review process. Closing surplus to end of November is \$2m more than anticipated for the reasons outlined above.

Statutory Environment:

Local Government Act 1995

Section 6.4 Financial Report

- (1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.

Local Government (Financial Management) Regulations 1996.

Regulation 34 Financial activity statement required each month (Act s.6.4)

Regulation 34 of the Local Government (Financial Management) Regulations 1996 sets out the form and content of the financial reports which have been prepared and are presented to Council.

Policy Implications:

The Shire has several financial management policies. The finances have been managed in accordance with these policies.

Financial Implications:

There are no financial implications for this report.

Risk Implications:

This item has been evaluated against the Shire of Katanning's Risk Assessment and Acceptance Criteria. The perceived level of risk is "Low" risk and can be managed by routine procedures and with current resources.

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 - 2032

Focus Area Leadership

Aspiration Katanning is an inclusive and respectful community.

Objective To ensure that Shire resources are utilised in a manner that represents the best interest of the whole community.

Voting Requirement: Simple Majority.

Officer's Recommendation/Council Motion:

MOVED: CR PAUL TOTINO

SECONDED: CR MATT COLLIS

OC09/25 That Council, in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996, receives the Monthly Statement of Financial Activity for the period ending 31 December 2024, as presented.

CARRIED: 7/0

FOR: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR PAUL TOTINO, CR MICHELLE SALTER, CR IAN HANNA, CR MATT COLLIS

AGAINST: NIL.

10.2.4 Monthly Financial Report – January 2025 (ATTACHMENT)

File Ref: FM.FI.4
Reporting Officer: David Blurton, Executive Manager Corporate Services
Report Prepared: 13 February 2025
Disclosure of Interest: No Interest to disclose

Body/Background:

This item presents the Monthly Financial Report, which contains the 'Statement of Financial Activity' for the period ending 31 January 2025.

The report includes information which meets the statutory requirements of the Local Government Act and Financial Management Regulations. Other relevant financial information is provided to Elected Members to compare finance performance of the various business functions of the Shire against adopted budgets.

Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 10% with a minimum value of \$10,000. Material variances between budgeted and actual expenditure are reported at Report 3 of the Monthly Financial Report.

Officer's Comment:

Below are the highlights for this reporting period:

Revenue from Operating Activities

- Rates levied is \$140,407 (or 2.73%) more than budget. This will decrease as the year progresses as budgeted rates figure includes an expected \$100,000 write off in rates of which only \$29,192 has been processed to date. The actual YTD figure includes an additional \$65,530 in rates attributed to A2140 – WAMMCO property. The GRV valuation for this assessment was received separately from the GRV roll and therefore treated as an interim rate through the rating process.
- Operating Grants, subsidies and contributions is \$1,316,484 under budget which relates to the prepayment of 70% of the Council's General Purpose Grants in the 23/24 financial year. It is expected that the Grants Commission will pre-pay 70% of Council's 25-26 allocation into this financial year so no adjustment is recommended.
- Fees and charges income is \$204,689 (or 13.41%) over budget which relates to the following items
 - KLC kiosk sales, entry fees, gym fees, membership fees \$13,677 more than YTD budget
 - Refuse site disposal fees \$22,615 more than budget
 - Planning Fees \$26,959 more than budget
 - Town hall hire income is \$26,537 more than budget
 - Standpipe Income is \$12,358 less than budget and truckwash income is \$11,027 more than budget

- Yarding Fees \$132,206 - Katanning Saleyards are more than budget to the end of January, reflecting greater numbers of sheep being processed at the facility.
 - Property lease fees are \$24,309 more than budget relating to invoices for the last 5 years for the lease agreement between the Shire and DPIRD for the use of lot 508 Police Pools Road.
- Interest revenue is \$27,060 below budget. This is expected to meet budget by the end of the financial year.

Expenditure from Operating Activities

- Employee costs underbudget by \$456,681 reflecting savings achieved due to officer vacancies for the year to date in particular
 - Health Salaries \$32,284
 - Community Development salaries \$69,885
 - Works program – other reserves \$38,786
 - Road Maintenance - \$233,288
 - Public Works Overhead salaries - \$93,532
- Materials and Contracts are \$470,954 below budget which mainly relates to the following items;
 - Governance and Elected Member subscriptions and memberships are \$34,095 over budget. Some incorrect expenditure has been allocated here.
 - Consultants – Elected Members \$15,022 under budget
 - other governance consultants \$12,700 underbudget
 - Consultants – administration is \$19,484 over budget.
 - Integrated planning and reporting \$26,250 under budget
 - CCTV maintenance cost \$15,709 under budget
 - Consultants – Town planning are over budget by \$20,875
 - Local Planning Scheme review is underbudget by \$60,000
 - Works program – other reserves material component \$79,046 under budget
 - Debt collection legal expenses is \$47,057 under budget which is also a timing issue.
 - Community Development special projects material cost \$24,336 under budget
 - Health Consultants are \$23,224 over budget
 - Contract Ranger Services \$10,500 over budget
 - Audit fees are \$50,758 under budget as \$82,800 was accrued to 23-24
 - Tennis club resurfacing contribution \$25,000
 - Road Maintenance material component \$20,264 under budget
 - Consultants Roads - \$17,500 under budget
 - Works Program – Airport \$36,109 under budget
 - Expensed Minor asset purchase \$29,162 under budget
 - Building program – Katanning Hotel \$18,386 under budget
 - KAC contract management \$20,700 over budget
 - KAC maintenance expense \$70,620 under budget.
 - KAC consultants \$25,000 under budget
 - Fire mitigation expenses \$45,392 under budget

- Consultants KAC \$25,000 under budget.
 - Building Program KLC \$25,415 under budget
 - Consultants Saleyards \$22,500 under budget
 - Fuel and oil purchases \$58,797 under budget
 - Plant repairs is \$29,569 over budget and contract Mechanic \$65,242 over budget however the latter has been budgeted as part of salaries and wages.
- Depreciation Expenses are 26.83% over budget which relates to depreciation on revalued infrastructure assets revalued at 30/6/24.
 - Utility Charges are \$30,240 under budget. A refund of \$18,662 has been received from Watercorp related to Amherst village.
 - Insurance Expense is \$33,021 under budget reflecting savings achieved with insurance on the Council plant fleet.
 - Other expenditure is underbudget by \$60,317. The majority of this relates to suspense account deposit of \$21,572 (GL1123) which is unclaimed funds rating to the sale of lot 885 Wanke St. This amount will be paid to the public trustee in due course.
 - Proceeds from capital grants, subsidies and contributions are \$3,369,304 underbudget. The following grants funds were anticipated to have been received.
 - DFES grant for BFB shed \$250,000
 - Early Childhood hub grants \$1,452,136
 - University Study hub fit out \$325,000 – with change of venue, Council are not responsible for fit out and will therefore not received the grant funds.
 - Quartermaine Oval \$77,645. The first claim for CSRFF has been paid in January, second claim has been submitted February. Also LRCI grant phase 4 of \$136,712 remains outstanding
 - Roads to Recovery \$173,247. No claim can be submitted until the 23-24 Annual report is signed off by auditors, which is now complete.
 - Saleyard ear tagging equipment grant \$878,199
 - Proceeds from Asset sales is above budget by \$32,234 relating to disposal of plant and equipment and land (15 Kaatanup Way)
 - Payments for property, plant and equipment and infrastructure are below budget collectively reflecting a delayed start to some projects or delays in invoice payment.
 - Opening Surplus is \$2.576m more than anticipated, which reflects pre-payment of 75% of Federal Assistance Grants on 28 June 2024 of \$2.517m.

Statutory Environment:

Local Government Act 1995

Section 6.4 Financial Report

- (2) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.

Local Government (Financial Management) Regulations 1996.
Regulation 34 Financial activity statement required each month (Act s.6.4)

Regulation 34 of the Local Government (Financial Management) Regulations 1996 sets out the form and content of the financial reports which have been prepared and are presented to Council.

Policy Implications:

The Shire has several financial management policies. The finances have been managed in accordance with these policies.

Financial Implications:

There are no financial implications for this report.

Risk Implications:

This item has been evaluated against the Shire of Katanning's Risk Assessment and Acceptance Criteria. The perceived level of risk is "Low" risk and can be managed by routine procedures and with current resources.

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 - 2032

Focus Area Leadership

Aspiration Katanning is an inclusive and respectful community.

Objective To ensure that Shire resources are utilised in a manner that represents the best interest of the whole community.

Voting Requirement: Simple Majority.

Officer's Recommendation/Council Motion:

MOVED: CR PAUL TOTINO

SECONDED: CR JOHN GOODHEART

OC10/25 That Council, in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996, receives the Monthly Statement of Financial Activity for the period ending 31 January 2025, as presented.

CARRIED: 7/0

FOR: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR PAUL TOTINO, CR
MICHELLE SALTER, CR IAN HANNA, CR MATT COLLIS

AGAINST: NIL.

10.3 EXECUTIVE MANAGER COMMUNITY DEVELOPMENT**10.4 CHIEF EXECUTIVE OFFICER'S REPORTS****10.4.1 Amherst Village Unit Allocation and Pet Policies
(ATTACHMENT)**

File Ref: GV.PO.1
Reporting Officer: Peter Klein, Chief Executive Officer
Date Report Prepared: 20 February 2025
Disclosure of Interest: No Interest to disclose

Issue:

The Amherst Village Unit Allocation and Pet Policies have been reviewed by management and are presented for Council endorsement.

Body/Background:

Although the Unit Allocation Policy was reviewed late last year, this review occurred prior to Village Solutions being contracted to manage the facility. The revised policy reflects the functions Village Solutions are contracted to provide.

The Amherst Village Pet Policy has undergone a standard periodic management review.

Officer's Comment:

That Council endorse the revised policies

Statutory Environment:

- *The Retirement Villages Act 1992* prescribes how the owner must operate a retirement village.
- *The Local Government Act 1995* at s5.42 deals with the delegation of authority and s3.58 with the disposal of property.

Policy Implications:

Council endorsement will result in the formal amendment of these policies.

Financial Implications:

Nil

Risk Implications:

Low.

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 - 2032

Focus Area	Leadership
Aspiration	Katanning is an inclusive and respectful community.
Objective	To facilitate diversity and representation within the decision-making process.

Voting Requirement: Simple Majority.

Officer's Recommendation/Council Motion:

MOVED: CR PAUL TOTINO

SECONDED: CR IAN HANNA

OC11/25 Council approves the amended Amherst Village Unit Allocation & Pet Policies.

CARRIED: 7/0

FOR: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR PAUL TOTINO, CR
MICHELLE SALTER, CR IAN HANNA, CR MATT COLLIS

AGAINST: NIL.

Cr Paul Totino spoke for the motion.

Cr Liz Guidera spoke for the motion.

Cr John Goodheart spoke for the motion.

Cr Kristy D'Aprile spoke for the motion.

10.4.2 Penalty Interest Rate Relief Policy (ATTACHMENT)

File Ref: GV.PO.1
Reporting Officer: Peter Klein, Chief Executive Officer
Date Report Prepared: 20 February 2025

Issue

The Council's policies are key governance documents and are the mechanism by which Councillors direct the values & performance of Council staff and to ensure a consistent approach across the organisation to solving relevant problems.

Background

The Katanning Shire Council has a list of 48 policies and these are currently required to be periodically reviewed by Councillors.

Officer's Comment

The Financial Hardship (Rate Relief) Policy has been reviewed, amended and renamed Penalty Interest Rate Relief Policy and is presented for consideration & endorsement.

Statutory Environment:

The *Local Government Act 1995* at clause 2.7(2)(b) determines that as the local government's governing body, the Council is responsible for determining the local government's policies.

Policy Implications

On approval, this policy will take effect and replace earlier versions.

Risk Implications

The level of risk is considered low as this policy can be comfortably implemented by the Rates Officer.

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 - 2032

Focus Area	Leadership
Aspiration	Katanning is an inclusive and respectful community.
Objective	To ensure that Shire resources are utilised in a manner that represents the best interest of the whole community.

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

MOVED: CR PAUL TOTINO

SECONDED: CR MICHELLE SALTER

OC12/25

Council approves the Penalty Interest Rate Relief Policy.

CARRIED: 7/0

**FOR: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR PAUL TOTINO, CR
MICHELLE SALTER, CR IAN HANNA, CR MATT COLLIS**

AGAINST: NIL.

Cr John Goodheart spoke for the motion.

10.4.3 Organisational Structure (ATTACHMENT)

File Ref:**Reporting Officer:** Peter Klein, Chief Executive Officer**Date Report Prepared:** 10 February 2025**Disclosure of Interest:** Nil**Issue:**

To consider the attached proposal to amend the approved organisational structure.

Body/Background:

Council has previously approved the appointment of a General Manager Operations and a General Manager of Assets & Strategy.

However, given the difficulty we've had recruiting someone into the Assets & Strategy role and the impending appointment of a town planner (0.8FTE), management has reviewed the structure and determined that;

- a dedicated asset management officer should be appointed, reporting directly to the GM Operations, and
- the building surveyor & environmental health officer will report to the Senior Town Planner.

Officer's Comment:

The amended organisational chart is attached for consideration.

Statutory Environment:

The Local Government Act 1995 at clause 5.41 states as follows;

- (1) The CEO, as the local government's chief executive officer, is responsible for managing the local government's administration and operations.
- (2) The CEO's executive role includes the following —
 - (a) causing council decisions to be implemented;
 - (b) managing the provision of services and facilities that the council has determined the local government is to provide in the district;
 - (c) determining procedures and systems for —
 - (i) implementing the local government's policies as determined by the council; and
 - (ii) otherwise managing the local government's administration and operations;
 - (d) being responsible for the employment, management, supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees);

Policy Implications:

Nil

Financial Implications:

Some minor savings in contractor and employee costs are possible, subject to implementation and negotiation of any salaries or salary adjustments.

Risk Implications:

Low

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 - 2032

Focus Area	Leadership
Aspiration	Katanning is an inclusive and respectful community.
Objective	To ensure that Shire resources are utilised in a manner that represents the best interest of the whole community.

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

MOVED: CR JOHN GOODHEART

SECONDED: CR IAN HANNA

OC13/25 That Council endorses the amended organisational chart.

CARRIED: 7/0

FOR: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR PAUL TOTINO, CR
MICHELLE SALTER, CR IAN HANNA, CR MATT COLLIS

AGAINST: NIL.

Cr John Goodheart spoke for the motion.

Cr Liz Guidera spoke for the motion.

10.4.4 Organisational Values (ATTACHMENT)

File Ref:**Reporting Officer:** Peter Klein – Chief Executive Officer**Date Report Prepared:** 20 February 2025**Disclosure of Interest:** Nil**Issue:**

To consider adoption of an amended set of organisational values and descriptions

Body/Background:

Organisational values are important in providing clarity about expected behaviours to staff & councillors, are a reference point in the decision-making process and ultimately will shape the character & culture of an organisation.

Officer's Comment:

The proposed set of values and associated behavioural descriptions has been workshopped with all staff & councillors to obtain their feedback and input. The draft values and descriptions were then assessed by an internal working group and the CEO, before being presented to Council.

Statutory Environment:

The Local Government Act 1995, at clause 2.7 determines the role of Council as follows;

(1) The council —

- (a) governs the local government's affairs; and
- (b) is responsible for the performance of the local government's functions.

Policy Implications:

If adopted the Code of Conduct for staff will need to be reviewed and amended to reflect the adopted values & behaviours.

Financial Implications:

Some minor expense will be incurred when implementing the launch plan which, is yet to be developed.

Risk Implications:

Low.

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 - 2032

Focus Area Leadership**Aspiration** Katanning is an inclusive and respectful community.**Objective** To ensure that Shire resources are utilised in a manner that represents the best interest of the whole community.

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

MOVED: CR PAUL TOTINO

SECONDED: CR MATT COLLIS

OC14/25

That Council adopt the following values & associated behaviours;

HARMONY | We have a **friendly, compassionate** and **inclusive** organisation; where everyone feels **accepted, valued** and **respected**. We embrace **diversity** and encourage everyone to participate and contribute.

SAFETY FIRST | We prioritise safety and take **accountability** for the safety of our **team** mates as well as ourselves. Through **cooperation, a positive attitude, and genuine care**, we ensure a **safe** and **enjoyable** workplace.

INNOVATIVE | We embrace **new ideas**, we are **adaptive, creative, efficient** and achieve excellence together.

INTEGRITY | We **uphold high standards** in our work, we are **dedicated**, and we do what is right, even when it's challenging. We build **trust** through honesty and transparency in all actions and decisions.

COMMUNITY FIRST | We are **respectful, attentive** and **responsive**. Through informed decision making and **committed leadership**, we **listen** and welcome **suggestions** to better serve our community.

CARRIED: 7/0

FOR: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR PAUL TOTINO, CR
MICHELLE SALTER, CR IAN HANNA, CR MATT COLLIS

AGAINST: NIL.

Cr Paul Totino spoke for the motion.

Cr Liz Guidera spoke for the motion.

Cr Kristy D'Aprile spoke for the motion.

11. ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

13. CONFIDENTIAL ITEMS

PROCEDURAL MOTION

MOVED: CR LIZ GUIDERA

SECONDED: CR PAUL TOTINO

OC15/25 That Council closes the meeting to the public to consider the following item relating to:

- **Outstanding Sundry Debtors – Write-Off**
- **Amherst Village Unit 1 and Unit 6 Allocation**

CARRIED: 7/0

**FOR: CR KRISTY D’APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR PAUL TOTINO, CR
MICHELLE SALTER, CR IAN HANNA, CR MATT COLLIS**

AGAINST: NIL.

Members of the public and staff left the room at 6:30pm.

13.1 Outstanding Sundry Debtors – Write-off
(ATTACHMENT)

File Ref: FM.DT.10
Reporting Officer: Patrick Kennedy, Manager Finance
Date Report Prepared: 10 February 2025
Disclosure of Interest: Nil

Reason for Confidentiality

The Officer's Report is confidential in accordance with section 5.23 (2) (e) (iii) of the Local Government Act because it deals with a matter if disclosed, would reveal information about a business, professional, commercial or financial affairs of a person.

PROCEDURAL MOTION:

Voting Requirement: Simple Majority

MOVED: CR JOHN GOODHEART

SECONDED: CR MICHELLE SALTER

OC16/25 That Council suspends standing orders.

CARRIED: 7/0

FOR: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR PAUL TOTINO, CR
MICHELLE SALTER, CR IAN HANNA, CR MATT COLLIS
AGAINST: NIL.

PROCEDURAL MOTION:

Voting Requirement: Simple Majority.

MOVED: CR LIZ GUIDERA

SECONDED: CR MATT COLLIS

OC17/25 That Council resumes standing orders.

CARRIED: 7/0

FOR: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR PAUL TOTINO, CR
MICHELLE SALTER, CR IAN HANNA, CR MATT COLLIS
AGAINST: NIL.

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

MOVED: CR MICHELLE SALTER

SECONDED: MATT COLLIS

OC18/25 That Council, authorise the write-off of invoices totalling \$316.37 as listed in the body of this report, as the debts are deemed to be no longer recoverable.

CARRIED: 7/0

FOR: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR PAUL TOTINO, CR MICHELLE SALTER, CR IAN HANNA, CR MATT COLLIS

AGAINST: NIL.

13.2 **Amherst Village Unit 1 and Unit 6 Allocation**
(ATTACHMENT)

File Ref: LS.AA.1
Reporting Officer: David Blurton, EMCS
Date Report Prepared: 24 February 2025
Disclosure of Interest: No Interest to disclose

Reason for Confidentiality

The Officer's Report is confidential in accordance with section 5.23 (2) (e) (iii) of the Local Government Act because it deals with a matter if disclosed, would reveal information about a business, professional, commercial or financial affairs of a person.

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

MOVED: CR LIZ GUIDERA

SECONDED: CR IAN HANNA

OC19/25 **That Council:**
Approves the allocation of Amherst Village Units 1 & 6 as proposed, for the agreed market value and based on the lease for life terms & conditions approved during the October 2024 Council meeting.

CARRIED: 7/0

FOR: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR PAUL TOTINO, CR MICHELLE SALTER, CR IAN HANNA, CR MATT COLLIS
AGAINST: NIL.

Cr Liz Guidera spoke for the motion.
Cr Ian Hanna spoke for the motion.

PROCEDURAL MOTION

Voting Requirement: Simple Majority

MOVED: CR MICHELLE SALTER

SECONDED: CR JOHN GOODHEART

Officer's Recommendation/Council Motion:

OC20/25 **That Council reopens the meeting to the public.**

CARRIED: 7/0

FOR: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR PAUL TOTINO, CR MICHELLE SALTER, CR IAN HANNA, CR MATT COLLIS
AGAINST: NIL.

14. CLOSURE OF MEETING

The Presiding Member declared the meeting closed at 6:37pm.